



Congressional Actions and the National Park Service

Participant Guide



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Welcome

Welcome to this TEL (Technology Enhanced Learning) training event. We are excited that you will be joining us today for *Congressional Actions and the National Park Service*, and we look forward to helping you to get as much out of this time as possible.

Your classroom today is not very large, 125 or fewer students from as many as 40 different locations across the NPS. We purposely keep the class size small to assure that if you have a question, there is time to get it answered. Don't hesitate to ask—if you have a question, there are probably several others in the class who have the same question—you might as well be the one to ask! It is our goal that you leave class today with no unanswered questions.

How To Interact with the Instructor

We encourage you to ask questions and share your comments with the instructors throughout this TELNPS course.

If you were physically in the classroom with the instructor, you would raise your hand to let her/him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that “protocol” for asking questions or making comments.

With TELNPS courses there is also a “protocol” to follow to ensure that you

can easily ask questions and others can participate as well. It may seem a little strange at first asking a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more TELNPS courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it.

As part of the TEL station equipment at your location, there are several push-to-talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

When you have a question, press and hold down the push-to-talk button, maintaining a distance of 12-18 inches, and say,

“Excuse me [instructor’s first name], this is [your first name]

at [your location]. I have a question (or I have a comment).”

Then release the push-to-talk button. This is important.

Until you release the button, you will not be able to hear the instructor.

The instructor will acknowledge you and then ask for your question or comment. Stating your name and location not only helps the instructor, but also helps other students who are participating at different locations to get to know their classmates.



Course Overview

Why a Congressional Actions and the National Park Service program?

Knowledge of the thinking behind the action and inaction of congressional operations will provide participants with a better insight into politicians and staff in the U.S. Congress. Participants will be given tools that NPS leaders need to make informed decisions and solve problems on the ground when responding to their U.S. Senators, Representatives, and their staffs as well as to the constituents, the American public. Understanding the competing communities in the policy and budget processes both in the U.S. Congress and in the Executive Branch will contribute to participants' leadership competencies in the areas of policy awareness, fiscal accountability, and responsiveness to requests for information from Capitol Hill and WASO.

Target Audience

This course is designed for Service employees in grades GS-11/12/13 or Wage Grade equivalent that have expressed interest and demonstrated potential for NPS leadership positions.

Program Timing

Congressional Actions and the National Park Service is a 6-hour TELNPS course, conducted over 2 days.

Learning Objectives

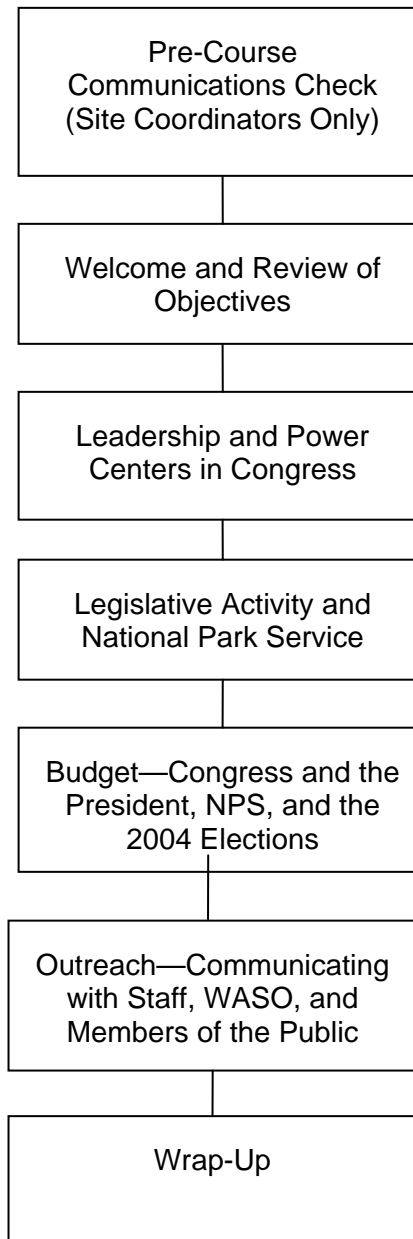
After completing this course, you will be able to:

- Distinguish between the roles and powers of Members of Congress, Congressional Committees, and Congressional staff.
- Identify the key entities and agencies in the Legislative and Executive Branches that play a part in determining the size and specifics of the NPS budget and its legislative authority.
- List 2 reasons why it is important to provide prompt and accurate responses to Legislative and Congressional Affairs and the NPS Budget Office (WASO) requests for information.
- Apply techniques to communicate information about NPS programs and issues that can be understood by a variety of audiences inside and outside the NPS.
- Develop a briefing statement for a legislative or budget issue that is relevant to your park or site.
- Develop a plan for interacting with NPS Legislative and Congressional Affairs staff to become familiar with Regional and Washington Office policy, protocol, and priorities for your park, site, or office.

Site Point-of-Contact Responsibilities

The TEL Station Site Point-of-Contact must reserve the training room, notify employees that the park will be participating in this TEL training event, make sure the Participant Guide is available to students, set up the TEL Station on the day of the training, make sure students sign in on the Student Roster form, and finalize the roster in My Learning Manager.

Congressional Actions and the National Park Service Course Map



Leadership and Power Centers in Congress

The ability to “get things done” in Congress resides in 3 main *power centers* – the Members themselves, Congressional Committees, and Congressional staff.

Members of Congress as Power Centers

Three Branches Executive / Legislative / Judicial

- Executive - the President, the Cabinet and the bureaucracy
 - Staff size: 1.4 million civilian personnel; 1.65 million military
- Legislative - the United States Congress
 - 100 Senators; 435 Representatives
 - Staff Size: 14,000
- Judicial - the Supreme Court
 - 9 Justices and the Federal Court Circuits



Every 2 years, we go to the polls to elect our representatives in Congress. Each State elects 2 Senators, for a total of 100 U.S. Senators on Capitol Hill. Senators serve 6-year terms, and their terms “expire” based on the year in which they were elected. The U.S. Constitution established a staggered system from the very first Congress, so that 1/3 of U.S. Senators are elected every 2 years.

Representatives in the House are determined by each State’s population (as verified by the U.S. Census). The Constitution allocates at least 1 Representative in the House per State, with additional representatives (based on population) distributed among the districts in that State. A total of 435 Representatives work on Capitol Hill, although Congress can change this number by law. Representatives serve 2-year terms.

Although we elect them locally to represent our regional and Statewide interests, they also oversee and determine the operations of our executive

branch in the Federal Government. This means that their activities include not only responding to their constituents in their home States, but also working to ensure that the business of the U.S. Government is carried out, which includes enacting Federal laws and the budget.

Each Member of the House and Senate casts a single vote, but some Members have much greater political power and influence than others. This could be because of the official positions of leadership that they may hold (e.g., Majority Leader/Whip, Minority Leader/Whip), positions that they hold on various Committees and Subcommittees (e.g., Chairman), or even the length of time that they have held their elected office.

Leadership on Capitol Hill

HOUSE

Speaker

Majority Leader

Minority Leader

Majority Whip

Minority Whip

Zone Whips

Zone Whips

**Committee
on Rules**

Clerk

Parliamentarian

Leadership on Capitol Hill

SENATE

President of the Senate

President Pro Tempore*

Majority Leader

Minority Leader

**Assistant Majority
Leader (Whip)+**

**Assistant Majority
Leader (Whip)**

** The President Pro Tempore merely has presiding authority.*

+ The Majority Leader has the power to schedule legislation.

Congressional Committees as Power Centers

To ensure that laws are carefully considered, the process of writing and discussing and collaborating on them can be lengthy and at times seem counterintuitive. Part of the process of lawmaking involves working in Conference Committees. Each branch of Congress, House and Senate, contains various Committees tasked with overseeing different functions of the Federal Government. These Committees are directly involved in the oversight of specific Federal agencies, and have a great deal of power in determining their operations.

Committees in Congress

STANDING COMMITTEES

Permanent Legislative Committees

Authorization

Committees that draft laws to create programs.

Appropriations

Committees that fund programs.

Committees in Congress serve several functions:

- Authorization – Committees that draft laws to create programs. **NPS Authorization Committees include the House Resources Committee and the Senate Energy and Natural Resources Committee.**
- Appropriations – Committees that fund programs. **NPS Appropriations Committees include the House and Senate Interior Subcommittees on Appropriations.**
- Conference – Committees where Representatives and Senators meet to resolve differences in legislation. **The NPS appropriations bill goes to Conference each year.**

Hearings in Congress take place to gather information on specific pieces of legislation and issues. There are several types of hearings:

- Legislative—Review of specific bills
- Investigative—Pursuit of suspected illegal activities
- Oversight—Ongoing review of established programs
- Confirmation—Senate review of high-level Presidential appointees

Exercise: Who's Who in Congress?



Do you know who holds these positions in the current Congress?

1. Speaker of the House: _____
2. Majority Leader in the Senate: _____

Congressional Staff as Power Centers

Congressional staff serve an important role as liaison between the Members and their constituents, and between Members and the Federal Agencies that they oversee. As a practical matter, they can wield considerable power as they are the primary source of information to and from the Member. There are 2 types of Congressional staff: committee staff and the Member's personal staff.

Committee Staff

Committee Staff

- Staff Director
- General Counsel
- Professional Committee Staff
- Administrative Staff

It has been said that Members of Congress wear two hats: the “legislative hat” and the “constituent hat.” Committee staff wear the “legislative hat” of their Senator or Representative. Their duties include:

- Organizing Congressional hearings
- Researching legislation
- Drafting amendments
- Briefing witnesses
- Staffing (attending) Congressional hearings
- Assisting on the House and Senate floor during debate and final passages

Personal Staff

Member's Personal Staff

- Administrative Assistant / Chief of Staff
- Executive Secretary
- Legislative Assistants
- Caseworkers
- State / District Office Staff



Personal Congressional staff work on the Hill, as well as in the State offices of your Senators, and in the District Offices of your Representatives. They wear the “constituent hat,” working on the front lines to serve as advocates for their Member’s constituents.

Staff activities are varied, and their days are long. They often work 10-12 hour days, responding to a myriad of issues, including everything from finding lost Social Security checks and missing passports to representing their Member at public meetings ranging from school boards to county councils. A meeting with a staffer can therefore be extremely brief, and it is important to be PREPARED and PROMPT to ensure that you are heard. Because their priorities mirror those of the Member they serve, it is important to know what these priorities are in order to get their attention! **Following are some tips on how to get the most from your meetings with Congressional staff.**

How To Get Your Message Across (Source: The Woods Institute)

Information is power. You have it and they need it.

An Understanding of How Congress Operates

1. Let them know that you understand something about Congress: the time constraints, competing demands for legislative and budget priorities, re-election pressures.
2. Let them know that you understand the decision-making processes on Capitol Hill, that compromise and trade-offs are not illegal. Politics cannot be reduced to empirical facts and figures.
3. Be positive in your attitude about politics and politicians.
4. Let them know you are familiar with their boss's background, politics, and position on issues.
5. Let them know that you know the legislative process and appreciate that timing is critical for success in the policy-making process.
6. Let them know you know the congressional calendar, when Congress is in session and when lawmakers are in their home Districts and States.
7. Let them know what your objective is, your "bottom line" (no hidden agenda).
8. Let them know you appreciate that their time is valuable, that they wear many hats, thus be organized for a briefing.
9. Let them know that you understand Congress' limitations, that the institution does not have unlimited staff and time to solve problems, but may consider and modify plans presented to it.

10. Let them know that you are an honest and credible source of information for them.

Clear Communication

1. Remember that most Congressional staff are generalists. You can offer the substance in the information that you provide.
2. Provide that information in a concise, specific, and clear fashion. Their time is too pressured for lengthy reports. "Tics and bullets!"
3. Be sure that this information is accurate and state the limits of accuracy. Don't fake it and keep it simple.
4. Think in terms of providing basic educational instruction when explaining this information. Use layman's terms. It may help to explain the information as if you were talking to your next-door neighbor or a friend.
5. Encourage and be prepared for questions about the information.
6. Plan carefully any group presentations: be brief and focused.
7. If possible, indicate how this information affects the Member's constituents, either positively or negatively.
8. Provide this information to all Members of Congress and their staffs, regardless of party affiliation or their support or non-support for the programs.
9. Give the staff a "heads up" when you are aware that this information is not going over well in a local community: nobody likes surprises.
10. Remember that you are a Federal employee and so are they, both serving the public but for different branches of government.

Laws that Guide the Work of the National Park Service

General Authorities

National Park Service Organic Act (1916)
Historic Sites Act (1935)
General Authorities Act (1970)
Historic Preservation Act (1966)
Wilderness Act (1964)
Land and Water Conservation Act (1964)
Wild & Scenic Rivers Act (1968)
National Trails System Act (1968)
Archaeological Resources Protection Act (1979)
Native American Graves Protection and Repatriation Act (1990)
National Parks Omnibus Management Act (1998)
and many other laws

Park Specific

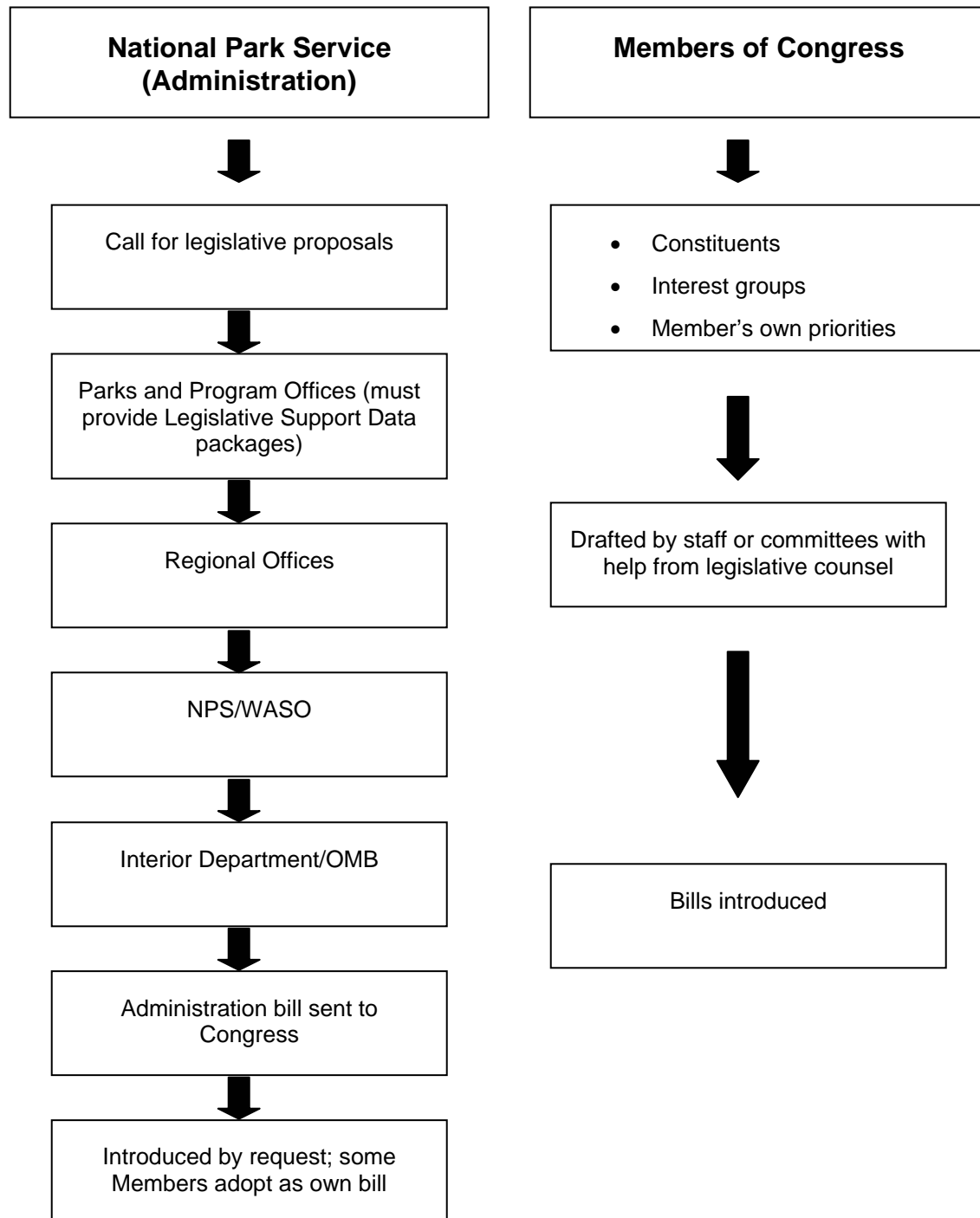
Cumberland Island National Seashore
as well as other Parks in the system

Other Laws

National Environmental Policy Act
Clean Air Act
Clean Water Act
and many other laws

Legislative Activity and the National Park Service

Origins of NPS Bills



Summary of National Park Service Laws in 108th Congress, January 3, 2003 –

(Updated on 6/21/04 with all laws signed though 5/28/04)

New NPS units created:

Establishes the Carter G. Woodson Home National Historic Site, DC – P.L. 108-192 (upon acquisition of the home site).

Affiliated areas created:

Changes the Oklahoma City National Memorial from a unit of the park system to an affiliated area (included in the FY 2004 Agriculture Appropriations Act) – P.L. 108-199.

Park name changes:

Redesignates Congaree Swamp National Monument as Congaree National Park, SC (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Boundary modifications:

Establishes the Moccasin Bend National Archeological District as a unit of Chickamauga and Chattanooga National Military Park, TN (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Glen Canyon National Recreation Area. UT/AZ – P.L. 108-43.

McLoughlin House addition to Fort Vancouver NHS, WA – P.L. 108-63.

Black Canyon of the Gunnison National Park, CO – P.L. 108-128.

Kaloko-Honokohau National Historical Park, HI – P.L. 108-142.

Montezuma Castle National Monument, AZ (included in the Coconino and Tonto national forests land exchange bill) – P.L. 108-190.

Congaree National Park, SC (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Cumberland Gap National Historical Park, KY/TN (Fern Lake addition - included in the FY 2004 Agriculture Appropriations Act) – P.L. 108-199.
Sleeping Bear Dunes National Lakeshore, MI – P.L. 108-229.

Heritage areas:

Establishes the Blue Ridge National Heritage Area, NC (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Extends the authority for the Delaware and Lehigh Heritage Area Commission until 2007 (included in the FY 2004 Agriculture Appropriations Act) – P.L. 108-199.

NPS lands issues:

Provides for the expeditious completion of the acquisition of land owned by the State of Wyoming within the boundaries of Grand Teton National Park – P.L. 108-32.

Provides permanent authority for the Secretary to enter into agreements and leases for Fort Baker, Golden Gate National Recreation Area (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Removes certain Land and Water Conservation Fund grant restrictions on a heritage education park in Fairbanks, AK. (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Authorizes a right-of-way for the Lewis and Clark Interpretive Center, IA – P.L. 108-62.

Requires an exchange of land within the Mojave National Preserve (included in the FY 2004 Department of Defense Appropriations Act) – P.L. 108-83.

Authorizes a land exchange among the Great Smoky Mountains National Park, the Blue Ridge Parkway, and the Eastern Band of Cherokee Indians (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Fee authority:

Makes permanent the authority of the Secretary to obligate fees for contracts for transportation services at Zion National Park and at Rocky Mountain National Park before the fees are received. (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Natural resource authorities:

Instructs the Army Corps of Engineers to immediately carry out the plan identified as Alternative 6D for providing flood protection in the 8.5 Square Mile Area of the Everglades and requires the Corps to help homeowners that have to relocate to find comparable land within the area (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Authorizes a program of financial assistance for the eradication and control of nutria – P.L. 108-16.

Addresses noise issues at Grand Canyon NP and Jackson Hole Airport at Grand Teton NP (included in the Flight 100 – Century of Aviation Reauthorization Act) – P.L. 108-176.

Requires NPS to issue a special regulation for continued hunting at New River Gorge National River, with the September 25, 2003 interim final rule being in effect until the new final regulation is finalized (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Cultural resource authorities:

Authorizes additional funds for FY 2003-2008 for restoration of Historically Black Colleges and Universities, and reduces the cost-share requirements for grants (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Increases the amount authorized for construction and rehabilitation of certain facilities at New Bedford Whaling NHP (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Designates Fort Bayard Historic District in the State of New Mexico as a National Historic Landmark – P.L. 108-209.

Miscellaneous other authorities:

Provides permanent authority for the National Park Service to enter into cooperative agreements with Capital Concerts to carry out programs (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Extends until September 30, 2003, the deadline for the submission of final reports and plans for a proposed National Museum of African American

History and Culture (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Amends the Alaska native Claims Settlement Act to allow Cape Krusenstern National Monument Native American Corporations to establish settlement trusts (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

Designates the regional headquarters building for the National Park Service under construction in Omaha, Nebraska, as the “Carl T. Curtis National Park Service Midwest Regional Headquarters Building” – P.L. 108-37.

Designates the Kris Eggle Visitor Center at Organ Pipe Cactus NM, AZ – P.L. 108-64.

Provides penalties for destruction of veterans’ memorials on federal property – P.L. 108-29.

Authorizes military service previously performed by the United States Park Police to count as creditable service for purposes of calculating retirement annuities – P.L. 108-133.

Authorizes a study of pay and benefits parity among law enforcement officers across the federal government – P.L. 108-196.

Authorizes NPS to pay expense of transporting the remains and household effects of deceased employees hired under the local hire authority of the Alaska National Interest Lands Conservation Act (included in the FY 2004 Agriculture Appropriations Act) – P.L. 108-199.

Grants passed through the National Park Service:

Authorizes a grant for the construction of a memorial in Cadillac, Michigan in honor of Kris Eggle (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Authorizes a payment of \$11,750 to the Harriet Tubman Home in Auburn, NY to preserve the home and honor the memory of Harriet Tubman, which represents the sum she should have received in pension payments as a Civil War veteran’s widow (included in the FY 2004 Interior Appropriations Act) – P.L. 108-108.

Studies:

Authorizes a study of the San Gabriel River Watershed, CA – P.L. 108-42.

Authorizes a study of the Miami Circle site, FL – P.L. 108-93.

Authorizes a study of Coltsville, CT – P.L. 108-94.

Commissions:

Extends the Abraham Lincoln Bicentennial Commission – P.L. 108-59.

D.C. Memorials:

Authorizes a visitor center to be built at the Vietnam Veterans Memorial – P.L. 108-126.

Authorizes an extension of the time to build the Martin Luther King, Jr. Memorial, DC – P.L. 108-125.

Appropriations:

FY 2003 Interior Appropriations Act (included in the Continuing Appropriations Resolution, FY 2003) – P.L. 108-7.

FY 2004 Interior Appropriations Act – P.L. 108-108.

FY 2004 Energy and Water Appropriations – P.L. 108-137 (includes provisions authorizing funds for Everglades restoration activities).

FY 2004 Agriculture Appropriations Act – P.L. 108-199 (includes several NPS miscellaneous provisions).

**If you have any questions about the legislation, please
call Don Hellmann at 202-208-5656.**

Office of Legislative and Congressional Affairs

Functions of the Division of Legislation

Legislative Programs

- A. Develop National Park Service (NPS) legislative program for each Congress with input from field units, the Washington Office (WASO) directorate, and the Secretary's Office.
- B. Prepare draft legislation as necessary to implement the Administration's program and budget initiatives, and upon request of Members of Congress. Prepare section-by-section analyses and transmittal letters to Congress.
- C. Prepare testimony, briefing materials, and exhibits for congressional hearings on legislation; brief witnesses; prepare answers to anticipated questions: provide technical backup during hearings; and prepare answers to questions for insertion in hearing records.
- D. Conduct meetings to discuss NPS views and to determine Administration position on pending legislation. Prepare and transmit legislative reports on bills being considered for committee or floor action.
- E. Meet with committee and member's personal staff to discuss legislative proposals, negotiate compromise language, draft amendments, and provide technical advice on legislation being considered.
- F. Prepare activation memo for each new public law.

Legislative Review

- A. Review all correspondence pertaining to legislation and take appropriate action to approve it or to make recommendations for changes.
- B. Review legislative materials prepared by other bureaus and departments as part of Departmental and OMB clearance process.
- C. Review all planning documents, including statements for management, environmental assessments, general management plans, and development concept plans, to ensure consistency with legislative intent.

Archival Functions

- A. Prepare legislative histories, and compile laws and presidential proclamations pertaining to the NPS. Submit these to GPO for printing and distribution to field and program offices.

- B. Maintain current legislative case files for both proposed and introduced legislation.

Information Services

- A. Distribute current legislative documents (bills, committee reports, printed transcripts) to concerned NPS divisions and field offices and provide documents as requested by NPS, departmental, Congressional offices, and the public.
- B. Maintain status tracking system for current legislative proposals and prepare and distribute periodic status reports for directorate.
- C. Respond to telephone and written requests for information on pending, proposed, and enacted legislation affecting the NPS.
- D. Attend markup sessions on pending legislation to monitor progress on bills and to report back to OMB, the directorate, and interested program and field offices.

Functions of the Congressional Liaison

Liaison Services

- A. Maintain close contact and coordinate with members of Congress and their committees. Advise congressional staff of NPS activities thus ensuring positive relationships with the NPS when Congress is considering critical issues.
- B. Make appointments for visits with the Director and other senior officials of NPS and members of Congress and staff on Capitol Hill. Representatives from the Office of Legislative and Congressional Affairs may accompany the official.
- C. Perform routine courtesy visits with Members' staff to provide contacts that are of value at future times.
- D. Schedule D.C. monument tours for VIPs at the request of Members of Congress and the Secretary's Office.

Information Services

- A. Send press releases to appropriate Congressional offices when key personnel changes are made in the NPS.

- B. Make personal contacts with Members regarding contracts, grants, and general management plans, as well as public events and other significant happenings in the Member's district.
- C. Respond to large numbers of Congressional inquiries from Members and their staff. Approximately 5,000 inquiries, from simple information requests to interpretation of NPS policy, are received from the Congress each year.
- D. Submit weekly lists of liaison activities to advise the Directorate on interactions with Members of Congress, their staffs, and other VIPs.

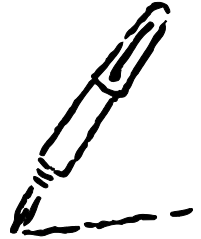
Special Projects

- A. Coordinate briefing materials in preparation of departmental nominees for confirmation hearings. Work with the Secretary's Congressional Liaison to arrange introductory visits with senators for departmental nominees prior to the hearings. Provide information for the preparation of nominees' statements for their confirmation hearings and assist with the coordination of responses to follow-up questions provided for the record after the confirmation hearing.
- B. Prepare Director's briefing book for all congressional visits.
- C. Coordinate and conduct bridge-team work between the Washington D.C. legislative office, regional directorates, and unit superintendents at the beginning of each new Congress. Schedule and conduct visits to acquaint new Congressional Members and their staffs with the policy and procedures of the NPS.
- D. Provide liaison for Pageant of Peace (White House Christmas Tree Lighting) for Members of Congress and their staffs.

Scheduling

- A. Prepare trip itineraries for Members and their staffs to various parks in the System.

Exercise: Roles and Authorities



For each of the questions below, choose the most appropriate answer.

1. One-third are elected every 2 years for 6-year terms. Each holds one vote, but can be very influential as individuals, depending on their length of service and the number of leadership positions they hold.

Member

Committee

Staff

2. Responsible for overseeing the workings of the agencies of the Federal Government, including allocating Federal funds, writing authorizing legislation, and can include Members of both House and Senate.

Member

Committee

Staff

3. Carry out the work of Members, including responses to individual constituents, meetings with interest groups and Federal agency officials, providing (and filtering) information to Members.

Member

Committee

Staff

4. What is the difference between an authorization committee and an appropriations committee?

5. If you have a concern about your park's legislative authority or appropriations, where should you direct it?

Member Oversight Committee Staff OLCA

If Staff, should you contact Capitol Hill or district staff? _____

6. If your park or site receives a Congressional request for information (inquiry), where should you respond?

Member Committee Staff OLCA

If Staff, should you contact Capitol Hill or district staff? _____

The Budget Process

Who Has the Power of the Purse?

Executive submits budget request

18 to 24 months in preparation for a single fiscal year

Office of Management and Budget (OMB)

Legislative reviews Executive's budget request

U.S. Constitution: Article 1, Section 7 - taxes

Budget, Tax and Appropriations Committees consider the President's budget request for 8 months each year (early February - September 30th)

New fiscal year begins on October 1st if Congress votes the dollars

Executive implements the budget

OMB - Departments - Agencies: 3 to 6 months

Executive Submits Budget Request

- 18 to 24 months in preparation for a single fiscal year
- Office of Management and Budget (OMB)

Executive Implements the Budget

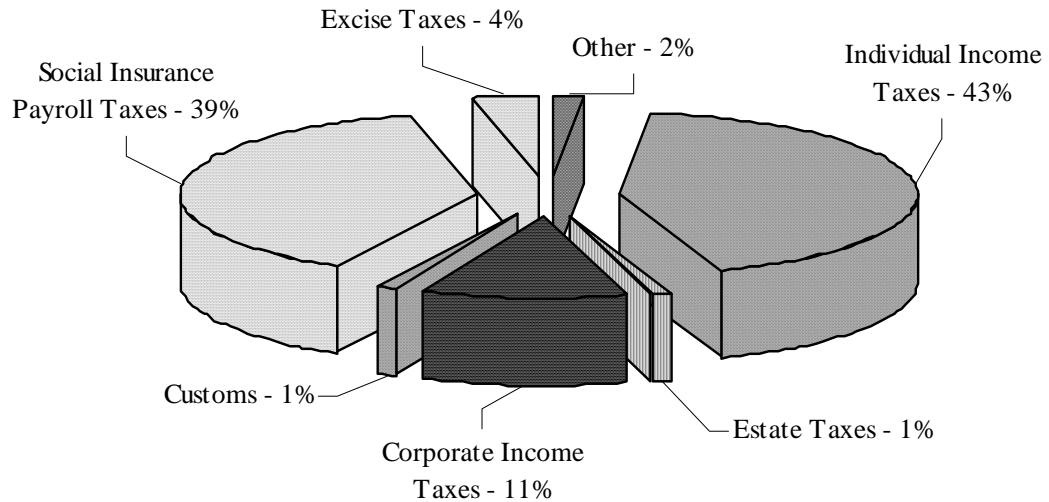
- OMB - Departments - Agencies 3 to 6 months



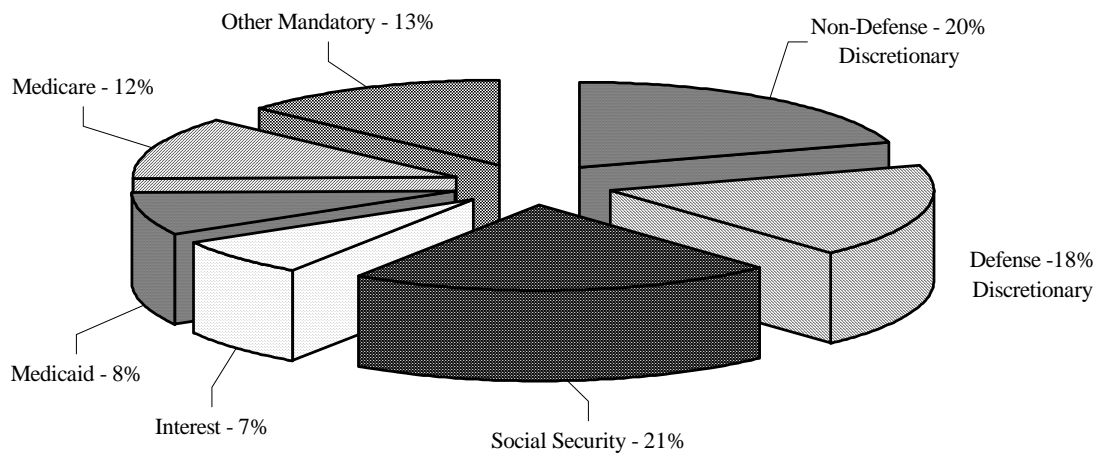
FIGURE 1: Calendar for the Federal Budget Process
Which Congressional and Executive Agency Processes Are Going on in FY 2005

	October—December Start of New Fiscal Year	January—February	March—June	July—September
FY I (2003)			Congressional review of agencies' accomplishments.	
FY II (2004)	Fiscal Year 2003 starts.		Executive agencies implement programs for current fiscal year.	Executive agencies implement programs for current fiscal year.
FY III (2005)	OMB reviews agency requests for 2004 and issues passbacks; agency appeals to OMB and/or President. Final decisions.	Compilation and printing of executive budget. President submits budget to Congress no later than the first Monday in February.	Congressional consideration of the President's budget request begins: <i>March 15:</i> Congressional committees submit views and estimates on the budget to budget committees. <i>April 15:</i> Deadline for adopting the budget resolution for fiscal year 2004.	Appropriations process (Congress writes budget) <i>May—July:</i> House action on regular appropriations bills for 2004 <i>July—Sept.:</i> Senate action and conference on regular appropriations; enactment of
FY IV (2006)	Field offices developing budget estimates.		Development of budget guidelines and preliminary policies: call for estimates issued by agency budget office to operating units.	Agencies formulate detailed request, which are submitted to OMB.

FY 2005 Where the Money Comes From



FY 2005 Where the Money Goes



The Congressional Budget Process and the NPS Budget

There are several key entities that play a part in determining the size and allocation of the National Park Service budget each year.

- Department of the Interior Budget Office (Office of the Secretary)
- OMB
- National Park Service Budget Office (Office of the Director)
- House and Senate Appropriations Committees and Interior Subcommittees
- House Committee on Resources and Subcommittee on Natural Parks and Public Lands
- Senate Committee on Energy and Natural Resources and Subcommittee on National Parks

Because of the complexity of the process, and the competing Federal budget, requests for information from Parks and Sites are VERY time-sensitive, sometimes with only a few hours' notice.

Exercise: How Does NPS Get Its Budget?

1. Name 3 key entities in the Legislative and Executive Branches that oversee the legislation and operations of the National Park Service.
 - (1) _____
 - (2) _____
 - (3) _____
2. List 2 reasons why it is important to provide timely responses to WASO requests for data on your park or site.
 - (1) _____
 - (2) _____

Outreach

Know ‘Em Before You Need ‘Em!

It is important to establish good working relationships with Congressional staff and WASO staff to help ensure that you are seen as a reliable, credible, and informed representative of the National Park Service. Your reputation with staff can serve not only your individual location, but also the National Park Service as a whole.

Be proactive. Take the initiative to get to know your Representative’s district and Senator’s State Congressional staff, your points of contact in WASO for budget and legislative matters, and individuals outside the Government who have an interest in your park’s or site’s issues, such as friends groups, conservation and preservation organizations, and local community leaders. Communicating what your park or site does takes effort, but the payoffs can be very big!

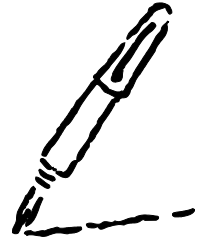
Communicating Your Message Clearly

Remember that your audience is not going to be as familiar with your programs and activities as you are. To ensure that your message is received, here are a few tips:

- Avoid jargon, acronyms, “techno” talk, and other obscure terminology that only select groups will understand.
- Be brief. Whether you are communicating with a busy staffer who works 12-hour days and meets with dozens of people each day, a member of the public who has perhaps visited a few parks in their lifetime, or a WASO staff member whose responsibilities cover a wide range of activities and functions, you must be sure you GET THEIR ATTENTION. Keep it to 1 page, and use bullet points. You can always explain more in a meeting, but get your point across. Lengthy documents go on the bottom of the pile, and may never get read.
- Use pictures, graphics, drawings, etc., where possible, instead of paragraphs. Use color. “A picture is worth a thousand words.”
- Use statistics, dates, and facts to support your points.

- Try to include constituents as supporters or with testimonials.
- Try to relate the Park's/Site's presence in a District or State to the welfare, health, and safety of the constituents.
- **Be sure to include your contact information on the handout!**

Exercise: What Are They Saying?



Take a few moments to read the paragraph below. Try to restate the message in as few words as possible.

On May 5, 2004, the Resources Committee marked up H.R. 3819, to designate FOCL NM as the Lewis and Clark NHP. The committee adopted an amendment in the nature of a substitute on the updated theme study. If H.R. 3819 is passed by the House and the other body, NPS hopes to issue the study and provide for the recognition of the appropriate sites before the conclusion of the bicentennial in 2006.

Developing an Outreach Plan

One of the things you can do is to develop an “outreach plan” to guide you as you make these contacts with outside audiences and WASO staff. Using an outreach plan will help to ensure that you identify your goals, communicate your message and prepare yourself to become familiar with these vital players.

Elements of an Outreach Plan

Be sure to consult with NPS Office of Legislative Affairs staff for advice and guidance.

- Identify your audience
- Identify your message
- Develop a brief statement
-

Identify Your Audience

- Congressional staff
- WASO staff
- Members of the Public/Friends Groups/Organizations
- Local community leaders, both elected and non-elected, including tribal and county officials
-

Tips for Implementing Your Outreach Plan

- Give advance notice.
- Be on time.
- Expect a short meeting (15 minutes or less).
- Be prepared to be interrupted or rescheduled (reality of life in Washington). Make sure your handout speaks for itself.
-

Exercise: Develop YOUR Outreach Plan! **(Due Date: Wednesday, July 7, 2004)**

Choose one of the following assignments.

- Develop a briefing statement on a particular legislative or budget issue relative to your park or site.
- Develop a plan for interacting with NPS Legislative and Congressional Affairs staff to become familiar with Regional and Washington Office policy, protocol, and priorities for your park or site.

In order to receive credit for this course, you must prepare a briefing statement or outreach plan and e-mail it to NPS_Emerging_Leaders@nps.gov . Your assignment is due by **close of business Wednesday, July 7, 2004**.

Helpful References

Web Sites

www.house.gov

- Click on House Directory, Election Information, to find information including Maps of current Congressional Districts, 108th Congress activities, Member FAQs, etc.

www.senate.gov

- Click on References, Statistics & Lists for more information about Senate term of office, political party leadership, legislation and voting, etc.

www.thomas.loc.gov

www.woodsinsitute.com

Congressional Committees that Impact the National Park Service

108th Congress, The United States Senate
Committee on Appropriations, 202-224-3471

www.appropriations.senate.gov

Republicans

Stevens, Ted (AK), *Chairman*
Cochran, Thad (MS)
Specter, Arlen (PA)
Domenici, Pete (NM)
Bond, Christopher (MO)
McConnell, Mitch (KY)
Burns, Conrad (MT)
Shelby, Richard (AL)
Gregg, Judd (NH)
Bennett, Robert (UT)
Campbell, Ben (CO)
Craig, Larry (ID)
Hutchison, Kay (TX)
DeWine, Mike (OH)
Brownback, Sam (KS)

Democrats

Byrd, Robert (WV), *Ranking Member*
Inouye, Daniel (HI)
Hollings, Ernest (SC)
Leahy, Patrick (VT)
Harkin, Tom (IA)
Mikulski, Barbara (MD)
Reid, Harry (NV)
Kohl, Herb (WI)
Murray, Patty (WA)
Dorgan, Byron (ND)
Feinstein, Dianne (CA)
Durbin, Richard (IL)
Johnson, Tim (SD)
Landrieu, Mary (LA)

Subcommittee on Interior, (202) 224-7233

Republicans

Burns, Conrad (MT), *Chairman*
Stevens, Ted (AK)
Cochran, Thad (MS)
Domenici, Pete (NM)
Bennett, Robert (UT)
Gregg, Judd (NH)
Campbell, Ben (CO)
Brownback, Sam (KS)

Democrats

Byrd, Robert (WV), *Ranking Member*
Leahy, Patrick (VT)
Hollings, Ernest (SC)
Reid, Harry (NV)
Dorgan, Byron (ND)
Feinstein, Dianne (CA)
Mikulski, Barbara (MD)

Committee on Energy and Natural Resources

(202) 224-4971

www.energy.senate.gov

Republicans

Domenici, Pete (NM), *Chairman*

Nickles, Don (OK)

Craig, Larry (ID)

Campbell, Ben (CO)

Thomas, Craig (WY)

Alexander, Lamar (TN)

Murkowski, Lisa (AK)

Talent, Jim (MO)

Burns, Conrad (MT)

Smith, Gordon (OR)

Bunning, Jim (KY)

Kyl, Jon (AZ)

Democrats

Bingaman, Jeff (NM), *Ranking Member*

Akaka, Daniel (HI)

Dorgan, Byron (ND)

Graham, Bob (FL)

Wyden, Ron (OR)

Johnson, Tim (SD)

Landrieu, Mary (LA)

Bayh, Evan (IN)

Feinstein, Dianne (CA)

Schumer, Charles (NY)

Cantwell, Maria (WA)

108th Congress
The United States House of Representatives
Committee on Appropriations, (202) 225-2771
www.house.gov

Republicans

C.W. Bill Young, Florida, *Chairman*
Ralph Regula, Ohio
Jerry Lewis, California
Harold Rogers, Kentucky
Frank R. Wolf, Virginia
Jim Kolbe, Arizona
James Walsh, New York
Charles H. Taylor, North Carolina
David L. Hobson, Ohio
Ernest J. Istook, Jr., Oklahoma
Henry Bonilla, Texas
Joe Knollenberg, Michigan
Jack Kingston, Georgia
Rodney P. Frelinghuysen, New Jersey
Roger F. Wicker, Mississippi
George R. Nethercutt, Jr., Washington
Randy "Duke" Cunningham, California
Todd Tiahrt, Kansas
Zach Wamp, Tennessee
Tom Latham, Iowa
Anne Northup, Kentucky
Robert Aderholt, Alabama
Jo Ann Emerson, Missouri
Kay Granger, Texas
John E. Peterson, Pennsylvania
Virgil Goode, Virginia
John Doolittle, California
Ray LaHood, Illinois
John Sweeney, New York

Congressional Actions and the National Park Service

Democrats

David R. Obey, Wisconsin
John P. Murtha, Pennsylvania
Norman D. Dicks, Washington
Martin Olav Sabo, Minnesota
Steny H. Hoyer, Maryland
Alan B. Mollohan, West Virginia
Marcy Kaptur, Ohio
Peter J. Visclosky, Indiana
Nita M. Lowey, New York
José E. Serrano, New York
Rosa L. DeLauro, Connecticut
James P. Moran, Virginia
John W. Olver, Massachusetts
Ed Pastor, Arizona
David E. Price, North Carolina
Chet Edwards, Texas
Robert E. "Bud" Cramer, Jr., Alabama
Patrick J. Kennedy, Rhode Island
James E. Clyburn, South Carolina
Maurice D. Hinchey, New York
Lucille Roybal-Allard, California
Sam Farr, California
Jesse L. Jackson, Jr., Illinois
Carolyn C. Kilpatrick, Michigan
Allen Boyd, Florida
Chaka Fattah, Pennsylvania
Steven R. Rothman, New Jersey
Sanford D. Bishop, Jr., Georgia
Marion Berry, Arkansas

David Vitter, Louisiana

Don Sherwood, Pennsylvania

Dave Weldon, Florida

Michael K. Simpson, Idaho

John Abney Culberson, Texas

Mark Steven Kirk, Illinois

Ander Crenshaw, Florida

Subcommittee on Interior

(202) 225-3081

Republicans

Charles H. Taylor, North Carolina, *Chairman*

Ralph Regula, Ohio

Jim Kolbe, Arizona

George R. Nethercutt, Jr., Washington

Zach Wamp, Tennessee

John E. Peterson, Pennsylvania (VC)

Don Sherwood, Pennsylvania

Ander Crenshaw, Florida

Democrats

Norman Dicks, Washington

John P. Murtha, Pennsylvania

James P. Moran, Virginia

Maurice D. Hinchey, New York

John W. Olver, Massachusetts

Committee on Resources

(202) 225-2761

www.resourcescommittee.house.gov

Republicans

Richard W. Pombo, California, *Chairman*

Don Young, Alaska
W.J. "Billy" Tauzin, Louisiana
Jim Saxton, New Jersey
Elton Gallegly, California
John J. Duncan, Jr., Tennessee
Wayne T. Gilchrest, Maryland
Ken Calvert, California
Scott McInnis, Colorado
Barbara Cubin, Wyoming
George P. Radanovich, California
Walter B. Jones, Jr., North Carolina
Chris Cannon, Utah
John E. Peterson, Pennsylvania
Jim Gibbons, Nevada
Mark E. Souder, Indiana
Greg Walden, Oregon
Thomas G. Tancredo, Colorado
J.D. Hayworth, Arizona
Tom Osborne, Nebraska
Jeff Flake, Arizona
Dennis R. Rehberg, Montana
Rick Renzi, Arizona
Tom Cole, Oklahoma
Stevan Pearce, New Mexico
Rob Bishop, Utah
Devin Nunes, California
Randy Neugebauer, Texas

Democrats

Nick J. Rahall II, WV, *Ranking Member*

Dale E. Kildee, Michigan
Eni F.H. Faleomavaega, American Samoa
Neil Abercrombie, Hawaii
Solomon P. Ortiz, Texas
Frank Pallone, Jr., New Jersey
Calvin M. Dooley, California
Donna M. Christensen, Virgin Islands
Ron Kind, Wisconsin
Jay Inslee, Washington
Grace F. Napolitano, California
Tom Udall, New Mexico
Mark Udall, Colorado
Aníbal Acevedo-Vilá, Puerto Rico
Brad Carson, Oklahoma
Raúl M. Grijalva, Arizona
Dennis A. Cardoza, California
Madeleine Z. Bordallo, Guam
George Miller, California
Edward J. Markey, Massachusetts
Rubén Hinojosa, Texas
Ciro D. Rodriguez, Texas
Joe Baca, California
Betty McCollum, Minnesota

Subcommittee on National Parks, Recreation and Public Lands

(202) 226-7736

Republicans

George P. Radanovich, California, *Chairman*
Elton Gallegly, CA
John J. Duncan, Jr. TN
Wayne T. Gilchrest, MD
Barbara Cubin, WY
Walter B. Jones, Jr., NC
Chris Cannon, UT
John E. Peterson, PA
Jim Gibbons, NV
Mark E. Souder, IN
Rob Bishop, UT
Richard W. Pombo, CA, *ex officio*

Democrats

Donna M. Christensen, VI, *Ranking Member*
Dale E. Kildee, MI
Ron Kind, WI
Tom Udall, NM
Mark Udall, CO
Anibal Acevedo-Vila, PR
Raul M. Grijalva, AZ
Dennis A. Cardoza, CA
Madeleine Z. Bordallo, GU
Nick J. Rahall, II, WV, *ex officio*

***Glossary* - LEGISLATIVE TERMS**

act The term for legislation that has passed both houses of Congress and has been signed by the President, or was passed over his veto, thus becoming law.

amendment A legislator's proposal to alter the language or stipulations in a bill or act.

bill The form in which legislative proposals before Congress are introduced. Bills in the House of Representatives are designated as H.R. # and Senate bills as S. #.

budget This document, sent to Congress by the President in January each year, estimates government revenues and expenditures for the following fiscal year and recommends specific appropriations.

budget deficit The amount by which government budget outlays exceed budget receipts for a given fiscal year.

clean bill When a committee makes major changes in a bill, the chairperson usually incorporates them into what is left of the original bill and introduces a "clean bill" with a new number.

cloture The process of ending a filibuster in the Senate. Sixty senators must vote for cloture for it to be invoked, thereby ending the filibuster.

Committee of the Whole Working title of what is formally "The Committee of the Whole House of Representatives on the State of the Union." It has no fixed membership and comprises 100 members who participate in legislative debate on the floor of the House.

concurrent resolution A resolution that must pass both the House and the Senate, but does not require the President's signature, nor does it have the force of law. It is designated as S.Con.Res. or H.Con.Res.

conference The meeting between members of the House and Senate to reconcile the differences in their respective bills on a related measure.

Congressional Record The daily printed account of the procedures in both the House and Senate chambers.

continuing resolution A resolution enacted by Congress and signed by the President that allows federal agencies to continue operations until their regular appropriations bills are enacted.

engrossed bill The final copy of a bill that has passed the House or the Senate. The text amended by floor action is incorporated into the bill.

enrolled bill The final copy of a bill that has been passed in identical form by both the House and the Senate.

filibuster Prolonged debate by a senator or senators in the minority to delay a vote on a bill that probably would pass if brought to a vote.

germane Pertaining to the subject matter of the measure at hand.

hearings Committee session for hearing witnesses' testimony.

House Calendar A listing for action by the House of Representatives of all public bills that do not pertain to tax appropriations.

joint committee A committee composed of a specified number of representatives and senators for special policy studies.

joint resolution A resolution that must pass both the House and Senate, receive the President's signature, and has the force of law if so approved.

majority leader Chief strategist and floor leader for the party in control of either the House or the Senate.

majority whip The assistant majority leader in both the House and the Senate.

markup Refers to a process by which congressional subcommittees and committees revise a bill before reporting it to full committee or to the full House or Senate, respectively.

minority leader Floor leader for the minority party.

minority whip Chief assistant to the minority leader.

override A process whereby Congress annuls, or overrides, a presidential veto of a bill. It requires a two-thirds vote in each house of Congress.

pocket veto An action of the President in withholding his approval of a bill after Congress has adjourned either for the year or for a specified period.

president of the Senate The chief presiding officer of this chamber, also the U.S. vice president.

president pro tempore The chief officer in the Senate in the absence of the Senate president. He or she is usually the oldest member of the majority party.

public law A measure that has passed both houses of Congress and has been signed by the President. Laws are listed numerically by Congress; for example, Public Law 90-365 indicates that the bill was passed by the 90th Congress. It is often abbreviated as P.L.

recorded vote A vote upon which each member's stand is individually made known.

resolution A measure passed only by the chamber that introduced it. S.Res. or H.Res. deals with business pertaining only to one house or the other.

rider An unrelated measure attached to a congressional bill to compel the President to accept the bill with its rider. The President cannot veto part of a bill.

rule This term has two congressional meanings. A rule, as listed in the House or Senate handbook, states how House and Senate business should be conducted. Secondly it means the procedure established by the House Rules Committee for floor debate on a bill.

sequestration This term refers to the automatic budget-cutting mechanism called for in a given fiscal year.

supplemental appropriations Considered after passage of regular (annual) appropriations bills. They are acted on before the end of the fiscal year to which they apply.

teller vote Used in the House, but not in the Senate, to record the totals of yeas and nays and not how the members voted individually.

unanimous consent Used in lieu of a vote on noncontroversial motions, amendments, or bills.

Union Calendar A House calendar containing bills that directly or indirectly appropriate money or raise revenue.

veto An action by the President to reject a bill passed by Congress.

views and estimates Reports prepared by House and Senate standing committees on a President's budget request for a given fiscal year that are submitted by them to the budget committees to assist in developing the budget resolution.

Bios

Donald J. Hellmann **Deputy Assistant Director,** **Legislative & Congressional Affairs** **National Park Service**

Don Hellmann is the deputy assistant director for Legislative and Congressional Affairs in the National Park Service. Don joined the National Park Service in 1994 and is responsible for the development, coordination and implementation of its legislative affairs program. In this position, Don directs a staff of technical experts in Park Service legislation, coordinates with other bureaus and reports on pending legislative proposals, and works as a liaison with members of Congress on legislation affecting the National Park Service.

Prior to his position with the National Park Service, Don was Vice President for Conservation at The Wilderness Society, where he directed the conservation advocacy program and coordinated the litigation agenda of the organization. Before assuming this position, Don served as Legislative Counsel for the society. Don joined The Wilderness Society's staff in 1988.

Before his work with The Wilderness Society, Don spent eleven years on Capitol Hill as Legislative Counsel to House Majority Whip Tony Coelho (D-CA) from 1985 to 1988 and as Legislative Assistant to U.S. Senator Walter D. Huddleston (D-KY) from 1977 to 1985. Don began his career by teaching History and English to junior high school students in Kentucky from 1973-1976.

Don is a native of Kentucky who received a B.A. in History/Secondary Education from Thomas More College in Kentucky, an M.A. in Politics from Catholic University of America in Washington, D.C. and a J.D. from the University of Baltimore. He is a member of the District of Columbia Bar and holds a Life Certification as a Secondary Education Teacher from the Commonwealth of Kentucky.

Bios, continued

C. Bruce Sheaffer **Comptroller** **National Park Service**

C. Bruce Sheaffer, a native of the Washington, D.C., area, became the first Comptroller of the National Park Service in March, 1987.

Mr. Sheaffer oversees all matters relating to the financial programs of the National Park Service. These functions include developing, formulating, and justifying the National Park Service yearly budgets to OMB and the Congress; and, planning, coordinating, executing, and controlling the accounting and financial reporting system for the Service. His responsibilities also consist of jurisdiction and supervision of the Chief, Budget Division, and the Chief of the centralized Accounting Operations Division located in Reston, Virginia. He also serves as Chief Financial Officer of the National Park Service.

Mr. Sheaffer began his NPS career as a program analyst in the WASO Program Coordination and Appraisal Division. His assignments in the division involved special program reviews and studies, project evaluation, and program monitoring. In 1976, Mr. Sheaffer became the Chief of the Program Formulation Branch under the Director, Office of Programming and Budget. This branch was responsible for all program and budget formulation strategies for the current and future year budgets. In 1978, all program and budget functions, in the National Park Service, were reorganized into a single Budget Division. Mr. Sheaffer assumed the position of deputy chief of the division as well as Chief of the Budget Formulation Branch. He was selected Budget Officer of the National Park Service in 1982.

In 1970, Mr. Sheaffer earned a Bachelor of Arts degree in Economics from High Point College in North Carolina; and in 1977, he received a Masters degree in Public Financial Management and Budgeting from George Washington University in Washington, D.C.

Bios, continued

PATRICIA D. WOODS, PH.D.

Patricia D. Woods, Ph.D., is the founder and executive director of the Woods Institute, a civic education organization located in Washington, D.C. For over 20 years she has taught courses on federal government operations and the budget. Author of *The Dynamics of Congress*, she has also produced numerous training videos that include "Who Has the Power of the Purse?", "Congress and the Forest Service Budget", and "The Recreation Fee Demonstration Program on Federal Public Lands: a Case Study in Federal Government Operations."

She has conducted seminars for federal government agencies including the Department of Defense/ Office of Inspector General, the Naval Air Systems Command, the U.S. Department of State, the USDA Forest Service, the National Park Service, the Bureau of Land Management, the Bureau of Indian Affairs, and the U.S. Fish and Wildlife Service. University and college clients have included Georgetown University and Trinity College of Washington, D.C., the University of Virginia, the University of Antwerp, and the Ecole Nationale d'Administration of Paris, France. Corporate clients have included McDonnell Douglas, Aerospatiale-Matras, and Smith Cline French.

Dr. Woods has also 10 years' experience in state and local government working with the Louisiana State Legislature and the National Association of Counties.

She received her M.A. in European History and her doctorate in American History from Louisiana State University in Baton Rouge, Louisiana.